

This Notice Expires 1 September 1969

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PERSONNEL

HN

17 September 1968

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CRITERIA FOR AWARDING THE EXCEPTIONAL SERVICE EMBLEM
AND THE CERTIFICATE OF EXCEPTIONAL SERVICE

Rescission: HN dated 21 June 1967

1. GENERAL

The Exceptional Service Emblem and the Certificate of Exceptional Service were established in HR Honor and Merit Awards, dated 21 June 1966. HR prescribes that:

The Exceptional Service Emblem may be awarded in the event of death or injury of an Agency employee in the (honorable) performance of hazardous duties or as a result of actions by forces or persons hostile or unfriendly to the United States.

A Certificate of Exceptional Service may be awarded to Agency employees for effective performance of duty while serving under conditions of hazard or extreme hardship.

The following criteria and administrative procedures have now been formulated for the granting of these awards.

2. CRITERIA

a. EXCEPTIONAL SERVICE EMBLEM

(1) The criteria are set by the following definition of terms:

- (a) Injury -- Physical harm to any part of the body from an outside force or agent sustained under one or more of the conditions defined in subparagraphs (1)(b) and (c) below. A physical lesion is not required. The injury must have required medical treatment and must have been made a matter of official record.
- (b) Hazardous Duty -- Assignments in areas in which there is internal strife, civil disturbance, hostile action by armed forces or persons unfriendly to the United States, or assignments where employees are called upon to face unusual and unavoidable hazards due to geographical or other natural conditions.

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(c) Action by Forces or Persons Hostile to the United States

- (1) Military-related or covert action against an enemy of the United States.
- (2) Action in which the Armed Forces of the United States or "nonofficial" forces of the United States are or have been engaged.
- (3) Action while serving with friendly foreign forces engaged in an armed conflict in which the United States is not a belligerent party.
- (4) Any act of a hostile foreign force or person resulting in injuries.

- (2) The Exceptional Service Emblem may be awarded to a member of the military services detailed to the Agency in accordance with the criteria established above unless he has been or will be awarded a Purple Heart for the same event, circumstances, or injury.

b. CERTIFICATE OF EXCEPTIONAL SERVICE

- (1) Upon the request of a Deputy Director, the Director of Personnel shall, after coordination with other interested components, seek the Director's determination as to those areas of the world where conditions of hazard and/or hardship warrant recognition of an individual's service by awarding the Certificate of Exceptional Service and inclusive dates of such conditions. The Director of Personnel shall also, as circumstances dictate, submit recommendations for changes in dates and areas so designated.
- (2) An employee may be considered for award of the Certificate when he has served on PCS or TDY orders in an area designated as an area of hazard or hardship:
 - (a) For a period of 90 calendar days; or
 - (b) If the period lasted for less than 90 days, for the entire period; or
 - (c) For a period of time less than required by paragraph (a) or (b) above, if the degree of danger to which he was exposed or other special circumstances warrant an exception to those requirements. Recommendations in such cases must be justified in writing.

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3. ADMINISTRATION

a. EXCEPTIONAL SERVICE EMBLEM

Deputy Directors and Heads of Independent Offices will furnish the Director of Personnel with the names of those eligible for the Exceptional Service Emblem as soon as the necessary medical record is available. An extract of the medical record will be submitted to support eligibility for the Emblem.

b. CERTIFICATE OF EXCEPTIONAL SERVICE

- (1) Deputy Directors and Heads of Independent Offices will send the names of those under their jurisdiction who have qualified for the Certificate of Exceptional Service to the Director of Personnel with a certification that each has met the standards established for award of the certificate.
- (2) Requests for certificates for persons nominated under 2b(2)(c) above will be submitted to the Honor and Merit Awards Board for review, recommendation, and transmittal to the Director of Personnel for action or disposition.

c. PRESENTATION

The Director of Personnel will forward inscribed emblems and certificates to the originating Deputy Directors or Heads of Independent Offices who will arrange presentation with appropriate formality.

4. EFFECTIVE DATE

a. EXCEPTIONAL SERVICE EMBLEM

Employees who qualify on or after 1 January 1965 under the criteria set forth in paragraph 2a above will receive the emblem in accordance with the procedures established herein. An employee who received injuries before 1 January 1965 and who feels that he otherwise qualifies for the emblem may submit his request accompanied by appropriate medical documentation to the Director of Personnel for consideration.

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b. CERTIFICATE OF EXCEPTIONAL SERVICE

Employees who qualify on or after 1 January 1965 will receive the Certificate of Exceptional Service in accordance with the procedures outlined in paragraph 3b above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

DISTRIBUTION: ALL EMPLOYEES

SECTION VI: AWARDS

37. HONOR, MERIT, AND SERVICE AWARDS

a. GENERAL

- (1) By Public Law 83-763, the heads of departments and agencies may confer honor or monetary awards on those whose superior accomplishments or other personal efforts contribute to the efficiency, economy, or other improvements of Government operations, or who perform special acts or services in the public interest. Based on Public Law 83-763 and the CIA Act of 1949, the Agency has established the awards described in subparagraph b below for which all employees and other persons officially affiliated with the Agency may be eligible, and the awards described in subparagraph d below for which only employees may be eligible.
- (2) Formal recognition programs can be established only with the approval of the Director of Central Intelligence; however, Agency supervisors should be alert to acts of unusual merit or achievement so that appropriate recognition action may be taken, including the granting of letters of commendation or more formal recognition.
- (3) Although the security factors present in many Agency activities may limit public recognition, these awards are administered so that outstanding performance may be recognized in a manner consistent with Agency security practices and cover considerations.
- (4) The Honor and Merit Awards Program is administered by the Director of Personnel.

b. AGENCY HONOR AND MERIT AWARDS

- (1) The Distinguished Intelligence Cross (figure 1) may be awarded for a voluntary act or acts of exceptional heroism involving the acceptance of existing dangers with conspicuous fortitude and exemplary courage.
- (2) The Distinguished Intelligence Medal (figure 2) may be awarded for performance of outstanding services or for achievement of a distinctly exceptional nature in a duty of responsibility, the results of which constitute a major contribution to the mission of the Agency.
- (3) The Intelligence Star (figure 3) may be awarded for a voluntary act or acts of courage performed under hazardous conditions, or for outstanding achievements or services rendered with distinction under conditions of grave personal risk.
- (4) The Intelligence Medal of Merit (figure 4) may be awarded for the performance of especially meritorious service, or for an act or achievement conspicuously above normal duties which has contributed significantly to the mission of the Agency.
- (5) The Career Intelligence Medal (figure 5) may be awarded when an individual's cumulative record of service reflects exceptional achievement that substantially contributed to the mission of the Agency.
- (6) A Certificate of Distinction may be awarded for sustained superior performance of duty of high value, for a significant single act of special merit, or for courageous performance under hazardous conditions.
- (7) A Certificate of Merit may be awarded for sustained superior performance of duty or a significant single act of merit.

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d. SERVICE AWARDS

- (1) The Exceptional Service Medallion (figure 6) is awarded for injury or death of an Agency employee in the performance of hazardous duties or as a result of actions by forces or persons hostile or unfriendly to the United States.
- (2) The Certificate of Exceptional Service is awarded for effective performance of duty while assigned on or after 1 January 1965 in a designated area of hazard or extreme hardship. On a semiannual basis, the Director of Personnel will publish a list of the designated areas of hazard or hardship and the inclusive dates of such conditions. The Director of Personnel will compile such lists from requests by the Deputy Directors, will coordinate the lists with interested components, and will seek the Director's determination of whether the conditions in the proposed areas warrant such recognition. The Director of Personnel, as circumstances dictate, may submit recommendations for additions or changes in the listing. To receive a certificate, an employee must serve in a designated area for a minimum of 90 days or for the full period of the crisis if such crisis is less than 90 days.
- (3) The Length of Service Certificate is presented to Agency employees after ten years of honorable service with the Agency and after each five additional years of service. To commemorate the establishment of the Central Intelligence Agency on 18 September 1947, presentation ceremonies are held during September of each year.
- (4) The Certificate of Retirement citing the total number of years an individual has served the Federal Government is given each Agency employee upon retirement.
- (5) The Retirement Medallion (figure 7) is presented in recognition of honorable service terminating in retirement.
 - (a) The Silver Medallion is granted to an employee who upon retirement has completed 25 years or more of Agency service.
 - (b) The Bronze Medallion is granted to an employee who upon retirement has completed at least 15 years of service with the Agency.

e. PRESIDENTIAL AWARDS

- (1) The National Security Medal may be awarded to any person who has made an outstanding contribution to the national intelligence effort. This contribution may consist of either exceptionally meritorious service performed in a position of high responsibility or an act of valor requiring personal courage of a high degree and complete disregard of personal safety.
- (2) On request, the Director of Personnel will furnish award criteria for the Presidential Medal of Freedom, which may be awarded to any individual, and the President's Award for Distinguished Federal Civilian Service, which may be awarded to five Government employees per year, and other Presidential awards that may be established.

f. AWARDS BY OTHER DEPARTMENTS OR AGENCIES

- (1) Civilian personnel assigned or detailed to the Agency from other departments or agencies may be considered for awards of the parent organization while on duty with the Agency. All recommendations for such awards